

**Tobacco Prevention and Control – Assessment and Evaluation**  
**CATALYST List-serv Instructions**

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**CATALYST List-serv**

This list-serv was created to help facilitate discussion between DOH and local community and school contractors engaged in assessment and evaluation activities. Specifically this discussion list will address issues related to CATALYST development, testing, and implementation. This list is monitored and open to the appointed evaluation liaison for each tobacco prevention and control contract. Instructions for joining and submitting topics for discussion are given below.

**Step for user's to join the list**

1. The homepage of the CATALYST list can be found at:  
<http://listserv.wa.gov/archives/catalyst.html>
2. Click on "Join (or leave) list"
3. Scroll down the page if you wish to select other subscription choices than the default.
4. When you are finished, click on "Join the list"
5. At the top of the page, you should see this message, "**A confirmation request is being sent under separate cover.**"
6. You will then receive an e-mail message. Follow the instructions in the e-mail.

**Use your e-mail to post to the CATALYST list-serv**

1. Using your e-mail program compose a message
2. In the TO: field enter the following address:

[CATALYST@LISTSERV.WA.GOV](mailto:CATALYST@LISTSERV.WA.GOV)

3. Enter a subject, content, and send.

**Posting through a web browser**

1. On the main page of the list  
<http://listserv.wa.gov/archives/catalyst.html>  
click on the "Post to the list"
2. Type in subject, content, check the box if you would like a copy of your message sent to you and click on the send button and the button at the bottom of the page.

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